

CONTEMPLATED FY 86 INITIATIVES

There are several areas now being studied within OIS that might form the basis for initiatives for the FY 86 program. Obviously, we are going to have to prepare the strongest possible case if we are to compete with your needs.

The first, of course, is to try to increase our base program in terms of personnel ceilings and overall resources to resolve the problems I mentioned earlier. If we are lucky and can get the additional resources we need for 84 and 85, I believe we will have a strong case for increasing our base for FY 86.

I took a look at Allen Elkins' paper submitted last year as part of the DDA's Long-Range Planning Paper on Support Capabilities. It was well done, identified current problems, actions that needed to be taken in the near term and in the longer term. Unfortunately, not much of this survived the ultimate screening at the DDA level. Furthermore, I find that everyone talks, in dealing with this kind of subject, in the future tense. What we will try to do is identify some realistic actions that Harry might use as a new initiative for the 86 program.

a. We may ask for money to look at equipment needed to equip Information Service Centers in the new Headquarters building. OIS was asked in May to study the feasibility of consolidating registries in the new building. As we have explored this problem, we have come

to the realization that something more than consolidation is needed. The concept that has emerged is a standardized registry or what we are calling Information Service Centers. These centers will perform the information handling, dissemination, and control functions that are handled today by component registries and other service components. As we envision them, they will service one or more offices on a floor of the building or perhaps two or more floors.

We have not yet nailed down the shape and services of these centers. We will be coming to grips with these questions during the next few months. To get more insights into this type of activity, we would like to set up a test-bed center in Ames Building. If we are able to do this, our experience will put us in a better position to determine the types of services and equipment needed for similar centers in the new building. We will need money by at least FY 86 for a contract study of equipment by which we can further automate information handling functions Agency-wide and, earlier, to rent equipment to test in our Ames Building Center once we have this Center operating.

b. The FY 86 program should be the time for the DDA to address the storage space at the Records Center; the problem is again becoming serious. At the end of FY 83 there remains approximately 29,500 cubic feet of storage space; total capacity is 131,369. There was a net increase of records accessioned at the Center of 8,000

cubic feet, 6,000 more than FY 82. If this rate should continue, we will have to close the doors within three and a half years.

Obviously, this serious eventuality needs to be addressed soon and I will be sending Harry a full staff paper on this problem in the next couple of weeks.

Concerted efforts were made in 1968, and again in 1977, to purge the Records Center. In 1977 alone 35,000 cubic feet of records were destroyed but at a great price of manpower to achieve this.

STAT We have had discussions with [] NPIC, and ODP concerning
STAT both their holdings currently at the Center and their contemplated
release of material to the Center. [] projects that in the time
frame from 1985-87 the increase in the volume of overhead film that
will be retired to the Center will be two or three times their
current rate. NPIC's current holdings at the Center are 12,000 feet
of original negative film. Their yearly deposits have been
approximately 600 feet, but the Chief of the NPIC film library is now
projecting an increase in the annual deposits from 600 to 1,200
feet. ODP currently has 6,200 feet of magnetic tapes stored at the
Center. The volume in September 1981 was approximately 3,600 cubic
feet; in 1982 it had risen to almost 4,200 cubic feet and they
project the trend upwards to continue in the coming years.

There are some short term steps that could postpone reaching full and final capacity which need to be explored immediately. Among other things these actions include requiring destruction of material by the Director of the Center and to temporarily impose a limit on the material that each Directorate can release to the Center.

In the mid-term, and this could be the basis for an 86 initiative, we should consider replacing stationary shelving with movable shelving which would free 20,000 cubic feet. The cost would be in the neighborhood of \$500,000 but it would postpone full capacity for another three to four years. A longer term solution, which the DDA might wish to consider for 86, would be to build an addition to the existing Center building but the cost here for a two-story building and movable shelving would be more than \$2.5 million.

c. An alternative is to explore ways that we can reduce hard copy storage of information. While hard copy records in considerable volume will be with us for the foreseeable future, we would like to look at ways to store information in other forms. Part of this effort should be devoted to contractor study of storage mediums available to determine what might be used at the Records Center and in components. Another part will be looking more carefully at the records holding in components and in assisting them in finding a medium by which they can store this information in a usable but greatly compressed form.

We will need some contract money to evaluate more modern forms of mass storage, such as optical disk technology and high density storage systems. OIS would attempt to take advantage of on-going work by OD&E contractor analysis of information storage systems, and would attempt to piggyback on these studies. I will give you firmer dollar requirements for this work in our January budget submission.

Representatives of OIS, ODP, and OCR are traveling next week to Denver and Tucson to meet with representatives of IBM and the Storage Technology Corporation for a discussion on this particular subject. Serious reservations on the use of this technology apparently are held, but it is possible that this type of technology could be part of the long-term answer to our records storage problem. At suggestion, we are forming a joint study group to look at this whole problem.

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